

Subj: OPERATIONAL CONCEPT DESCRIPTION

1. The purpose of this Operational Concept Description is to establish responsibilities for the procurement and installation of the Unisys III Integrated Retail Terminal for the post office aboard the USS HARRY S. TRUMAN.

2. The pilot platform is the USS HARRY S. TRUMAN (CVN-75).

3. This document will continue to be revised, as necessary. The undersigned individuals represent approval authority for any major revision of this document.

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**CONCEPT OF OPERATIONS**  
**PROCUREMENT AND INSTALLATION OF UNISYS III INTEGRATED RETAIL**  
**TERMINAL**

**PURPOSE**

To reduce the workload of Postal Clerks (PC's) and Reserve Postal Custodians of Navy post offices aboard aircraft carriers. The Unisys III Integrated Retail Terminal will automate three daily reports PC's are required to prepare. The Unisys III also gives the PC the option to accept SMART cards, debit and credit cards for the purchase of postage. Money orders could be purchased with either a SMART card or debit cards.

**AS IS STATE**

Currently, PC's are required to manually prepare three reports, a daily money order report, a daily postage meter report, and a stamp requisition when stamps are needed. This is very time consuming, and the reports must be verified, witnessed by the postal officer or reserve custodian. A government check must then be obtained and the reports then mailed to the three United States Postal Service (USPS) or military postal finance accounting offices.

**TO BE STATE**

With the Unisys III, the reports are automated and sent electronically to USPS. The Unisys III also has the capability to transfer funds electronically if the ship has the connectivity.

There will no longer be a need for a reserve custodian as the clerk will have a flex stamp account which does not require a reserve custodian.

The Custodian of Postal Effects (COPE) can consolidate all clerk reports and send them electronically to USPS by use of the Unisys III.

Reduces workload of the Disbursing Office.

Unisys III accepts SMART card, and debit and credit cards which will eliminate or reduce the handling of cash accepted by PC's.

Greatly improves the time customers spend in post office lines,

and improves customer service.

Reduces the amount of time it takes to audit postal effects during monthly audits.

### **PROTOTYPE APPROACH**

Have USPS technicians install the Unisys III and provide training to the PC's and the COPE. The technicians should not end the training until the PC's and the COPE are proficient in the operation of the Unisys III and have successfully sent reports and funds electronically to USPS.

### **HARDWARE/SOFTWARE/CONTRACTOR SUPPORT**

All the hardware and software for the Unisys III will be provided by USPS.

### **FUNDING**

USPS will fund the purchase of the Unisys III and for the training of our PC's and COPE's. The Navy will have to pay for a telephone line for approval of debit and credit cards and the transmission of reports to USPS.

### **METRICS**

Reduction in workload of PC's and the COPE.

Customer Satisfaction.

Reduction in the number of thefts of postal funds.

Reduction in the time postal customers stand in line.

### **PERFORMANCE STANDARDS**

Same as metrics.

### **Risks**

Breakdown of the Unisys III during deployments. Ship will have to maintain a small amount of stamps on hand until the Unisys III could be repaired. The Unisys II is very dependable and seldom breaks down.

Some concern that the scale on the Unisys III will not work when the ship is underway.

#### **TRAINING NEEDS**

All PC's and COPES must be trained by USPS technicians or USPS trained Navy PC in the operation of the Unisys III, and SMART card, and debit and credit card transactions.

#### **REQUIRED POLICY CHANGES**

The Postal Finance Officers handbook, and OPNAVINST 5112 will have to be changed to reflect changes in submitting postal reports and funds electronically.